

MEMORANDUM

TO: Open Summer Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SCANTRON ENTRY SUMMER STUDENTS – 2005**

Schools are reminded that the entry of students into the summer session can be processed through the use of the scantron equipment. Detailed instructions for this process can be found in the summer session bulleting titled Summer Session Informational Bulletin for Elementary Schools, pages 17-22. This bulletin is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>

If your school elects to utilize this service, a new set of scantron cards can be ordered by calling Production control at 305-995-3705(3).

If you have any questions regarding this memo, please call Support Services at 305-995-3705.